



DEPARTMENT OF THE NAVY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH, DEVELOPMENT AND ACQUISITION
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WASHINGTON DC 20350-1000

JUL 22 2004

MEMORANDUM FOR DISTRIBUTION

Subj: ACQUISITION, TECHNOLOGY, AND LOGISTICS (AT&L) CERTIFICATION
AND CONTINUOUS LEARNING PROGRAM FOR NAVAL RESERVE OFFICERS

Ref: (a) DON DACM memo dtd 16 Jan 01, Acquisition Workforce Program Policy Guidance
for Naval Reserve Officers
(b) CNRF R 281702Z-FEB-01, Acquisition Workforce Program Policy Guidance and
Procedures for Naval Reserve Officers

Encl: (1) AT&L Certification and Continuous Learning Program for Naval Reserve Officers,
Interim Policy and Procedural Guidance

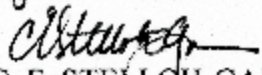
This memorandum establishes an AT&L Certification and Continuous Learning Program for Naval Reserve Officers. The program is aimed at Reserve Officers who are directly involved in AT&L functions.

Enclosure (1) provides interim policy and guidance that replace references (a) and (b). This policy and guidance are effective immediately and will remain in effect until incorporated into Department of the Navy AT&L Workforce instructions or superseded by a change to this memorandum. The Commander, Naval Reserve Forces Command (CNRFC) is responsible for effective and consistent implementation across all Reserve components and will publish overarching implementation procedures within 120 days from the date of this memorandum.

The review and identification of Reserve AT&L billets and officers may begin immediately. However, prior to their official designation, addressees should provide CNRFC (Code N72) with the approximate number of billets they plan to designate in each of the AT&L career fields. CNRFC will consolidate this information and forward it to the DACM (Attention: Policy Division). Upon DACM concurrence, CNRFC will notify participating organizations that they may officially code their Reserve AT&L billets and personnel records in appropriate data systems.

Questions may be directed to Mr. John Baranowski, AT&L Workforce Policy, Office of the DACM. Mr. Baranowski can be reached at (703) 614-2695/DSN 224-2695, email John.Baranowski1@navy.mil.

This is a great opportunity for our entire AWF!


C. E. STELOH-GARNER
Director, Acquisition Career Management

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CNRF N72

ACQUISITION, TECHNOLOGY AND LOGISTICS (AT&L)
CERTIFICATION AND CONTINUOUS LEARNING PROGRAM
FOR NAVAL RESERVE OFFICERS

INTERIM POLICY AND PROCEDURAL GUIDANCE

1. PURPOSE

- a. This document issues interim AT&L Certification and Continuous Learning Program policy and procedural guidance for Naval Reserve Officers assigned to AT&L billets. The policy and guidance will remain in effect until incorporated into AT&L Workforce instructions or superceded by policy memorandum.
- b. Except where specifically stated otherwise, the policies and procedures contained in this document should be used in lieu of those contained in SECNAVINST 5300.36, the Department of the Navy (DON) Acquisition Workforce Program, which is directed toward civilians and active duty military.
- c. Reservists who are also in the DON Civilian AT&L Workforce must comply with the policies contained in this document for their Reserve billet and with the policies contained in SECNAVINST 5300.36 for their civilian position. In these situations, one policy document does not override or substitute for the other. However, the approved certification document obtained as a civilian may be used to document requests for Reserve certification in the same career field and at the same level. Additionally, Continuous Learning (CL) points earned as a civilian may be used to meet the Reserve CL requirement.

2. APPLICABILITY

- a. Reserve Officers who are in designated AT&L billets are required to participate in the AT&L Certification and Continuous Learning Program (hereinafter referred to as the "Program").
- b. Billets designated in the Contingency Contracting Force (CCF) may not be dual-designated in the AT&L Workforce. Accordingly, Reserve Officers in the CCF are excluded from Program coverage. Specific policies regarding the CCF are provided in Director, Acquisition Career Management (DACM) policy memorandum dated 14 July 2003 (see paragraph 13.b. for website address).
- c. Reserve Officers who are not in designated AT&L billets are not eligible to participate in the Program. They may, however, attend Defense Acquisition University (DAU) training courses on a space-available basis.
- d. This document does not include policies associated with the DON Acquisition Professional Community (APC).

3. RESPONSIBILITIES AND AUTHORITIES

- a. The Assistant Secretary of the Navy (Research, Development and Acquisition), (ASN (RDA)), as the Navy Acquisition Executive, is responsible for policy, direction and oversight of the Program.
- b. Under the ASN(RDA), the DACM is responsible for:
 - 1) Developing policies associated with the Program.
 - 2) Identifying program metrics and evaluating compliance.
 - 3) Maintaining a Management Information System (MIS) to support Program oversight and evaluation.
- c. The Commander, Naval Reserve Forces Command (CNRFC), is responsible for:
 - 1) Developing and disseminating processes and procedures for effective and consistent Program implementation across all Reserve components.
 - 2) Administering the various elements of the Program in accordance with policies contained in this document.
 - 3) Designating a central Point of Contact (POC) to oversee the Program.
- d. Organizations with Reserve AT&L billets and personnel are responsible for:
 - 1) Managing the day-to-day operations associated with the Program.
 - 2) Designating a POC for day-to-day Program operations.

4. DESIGNATION OF AT&L BILLETS AND PERSONNEL

- a. In coordination with CNRFC, the ASN(RDA), Program Executive Officers, Direct Reporting Program Managers, Systems Commanders, and other heads of major organizations with AT&L functions (hereinafter referred to collectively as "heads of participating organizations") are authorized to designate Reserve AT&L billets within their organization and field activities. This authority may be redelegated within the organization no lower than the first tier supervisory or managerial level.
- b. Billets will be designated at Certification Level II in the AT&L category that most closely aligns with the primary duties and responsibilities of the billet. AT&L category descriptions may be found in the DAU catalog (see paragraph 13.a. for website address).
- c. AT&L billet information will be entered in the Total Force Manpower Management System (TFMMS). As a minimum, this information will include:
 - 1) Unit Identification Code (UIC).
 - 2) Billet Sequence Code (BSC).
 - 3) AT&L Position Category shown as an Additional Qualification Designator (AQD). This AQD determines the certification requirements for the billet; therefore, only one AT&L AQD may be entered for each billet and it must be the primary or secondary AQD on the billet.

- d. AT&L officer information will be entered in the corporate Reserve personnel data system. As a minimum, this information will include:
 - 1) UIC.
 - 2) BSC.
 - 3) AQD for each certification earned and the date that the AQD was earned.

5. AT&L EDUCATION, EXPERIENCE, AND TRAINING REQUIREMENTS

- a. AT&L education, training, and experience requirements will be considered when selecting individuals for AT&L billets.
- b. Education: Level II education requirements for certification must be met prior to assignment to an AT&L billet. Accordingly, Reserve Officers are not eligible for DACM-funded tuition assistance.
- c. Experience: Level II experience requirements for certification should be met prior to assignment to an AT&L billet. If not, there should be a reasonable expectation that the experience requirement will be met within 36 months from the start date of the assignment. Up to 12 months of time spent pursuing a program of academic training or education in acquisition (which includes business-related subjects) may be substituted for an equal amount of the experience required for certification.
- d. Training: Level II training requirements for certification must be met within 36 months from the start date of the assignment. Reserve Officers should be flexible in their drilling schedules to ensure mandatory training courses are completed within this timeframe.
- e. Other: Contracting Officers and other Reservists in billets that are equivalent to civilian GS-1102 Contracting positions must meet special statutory requirements. These statutory requirements are different from certification requirements and must be met prior to assignment. The statutory requirements are:
 - 1) A baccalaureate degree that included or was supplemented by 24 semester hours in business courses. Contracting Officers, in addition to the degree and business courses, must have completed all mandatory certification training and have two years of experience in a contracting position prior to being assigned to a warranted billet.
 - 2) These statutory requirements do not apply to DOD employees who served as a Contracting Officer on or before 30 September 2000, served as a GS-1102 or equivalent military on or before 30 September 2000, are in the CCF, or are in a DOD authorized developmental program.
 - 3) Consultation with the DACM is required prior to requesting waivers.

6. TRAINING

- a. On an annual basis, as requested by the DACM, CNRFC will consolidate and submit AT&L training requirements to the Naval Center for Acquisition Workforce Professional Development (NCAWPD).
- b. The priority for attending mandatory training is established directly after the priority set for civilians and active duty military personnel who have a mandatory training requirement for their current position.
- c. Validation of equivalent training shall be in accordance with guidance provided in the DAU catalog (see paragraph 13.a. for website address). For individuals who have acquired competencies other than by DAU or equivalent training, the Department of Defense Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards dated April 1999 apply (see paragraph 13.b. for website address).
- d. The DON "Register-Now" automated registration and tracking system will be used for DAU course registration and CL training (see paragraph 13.c. for website address). Prior to applying for training, Reserve Officers must log on to Register-Now and complete a profile by selecting "Update Student Profile" from the student menu.
- e. The Reserve community will fund travel and per diem associated with attendance at training. The NCAWPD may provide funding for mandatory training based on the availability of funds.

7. CERTIFICATION

- a. In coordination with CNRFC, heads of participating organizations are authorized to certify Reserve Officers who are assigned to AT&L billets. This authority may be redelegated within the organization no lower than the first tier supervisory or managerial level.
- b. Reserve Officers assigned to AT&L billets must apply for and become certified to Level II of their AT&L primary career field (the career field is the same as the AT&L category of the billet) within the timeframes identified in paragraph 8. Certification requirements for each of the AT&L career fields may be found in the Certification Checklist in the DAU catalog (see paragraph 13.a. for website address).
- c. Reserve Officers assigned to AT&L billets will obtain Level II certification in their primary career field before pursuing certification in other AT&L career fields.
- d. For those Reservists who are employed in civilian AT&L positions in Defense, the approved certification document obtained as a civilian may be used to document requests for Reserve certification in the same career field and at the same level.

- c. Applications for certification must be in hard copy. A sample format is provided in SECNAVINST 5300.36, Appendix K (see paragraph 13.b. for website address). A DACM-sponsored automated certification system is being developed and, once completed, will replace the hard copy process.

8. CERTIFICATION TIMEFRAMES

- a. Reserve Officers who are assigned to AT&L billets will have up to 36 months from their start date in the billet to achieve Level II certification. Level III may be pursued, but is not mandatory.
- b. For those Reserve Officers who occupy billets that are subsequently designated as AT&L billets, the 36-month start date is the date the billet is designated in TFMMS.

9. CERTIFICATION WAIVERS

- a. In coordination with CNRFC, heads of participating organizations are authorized to grant certification waivers. This authority may be redelegated within the organization no lower than the Reserve Officer's third level supervisor or Flag/Senior Executive Service level.
- b. A certification waiver extends the amount of time to become certified; it does not certify the individual, nor does it relieve the individual of the requirement to become certified. The waiver is applicable only for the billet to which currently assigned, and should have a specific timeframe identified to complete the certification requirements.
- c. If a waiver is granted, the Reserve Officer must continue to pursue certification and must become certified within the new timeframe specified in the waiver.
- d. If the waiver is disapproved, or if the individual does not become certified within the timeframe set by the waiver, that individual must be reassigned to a non-AT&L billet.
- e. Waiver requests must be in hard copy. A sample format is in SECNAVINST 5300.36, Appendix A (see paragraph 13.b. for website address). For reporting and evaluation purposes, CNRFC should maintain copies of approved waivers.

10. CONTINUOUS LEARNING (CL)

- a. Reserve Officers in designated AT&L billets, in addition to obtaining certification in their AT&L career field, are required to participate in CL activities that augment the certification education, training and experience standards established for their career field.
- b. CL begins when the Reserve Officer starts in the AT&L billet and applies to all individuals assigned to AT&L billets, whether certified or not. For those Reserve Officers who occupy billets that are subsequently designated as AT&L billets, the CL start date is the date the billet is designated in TFMMS.

- c. The CL requirement is a minimum of 80 Continuous Learning Points (CLPs) every two years, with a goal of earning at least 40 CLPs each year. For those Reservists who are employed in civilian AT&L positions in Defense, the CLPs earned as a civilian may be used to meet the Reserve CL requirement.
- d. All points earned through attendance at mandatory career field certification training are automatically applied toward the CL requirement (see paragraph 10.f. for additional information).
- e. There are no grace periods or extensions to the two-year time period and points may not be carried over from one cycle to the next.
- f. All points earned must be documented in "Register-Now" (see paragraph 13.c. for website address). Points earned through attendance at DAU courses, and through attendance at DACM-sponsored events, managed through Register-Now, will be entered automatically; all other points must be entered by the Reserve Officer with supervisory concurrence.
- g. DACM policy memorandum dated 4 November 2002, Subj: DON Policy Guidance on CL for the Acquisition Workforce, provides additional policies and guidance that should be used in conjunction with the policies contained in this document. The DACM policy memorandum may be found in "Register-Now" (see paragraph 13.c. for website address).

11. DATA COLLECTION, MAINTENANCE AND REPORTS

- a. CNRFC will provide the DACM with AT&L billet and officer data monthly, or the DACM will be provided direct access to TFMMS and the corporate Reserve personnel data system to retrieve this data.
- b. The DACM will generate official AT&L billet, certification and continuous learning reports, as required.
- c. POCs may obtain access to AT&L billet and personnel data through the DACM-sponsored "data-on-demand" system.

12. EVALUATION

- a. CNRFC, in coordination with the DACM, will evaluate the Program to ensure that it is working effectively, that assignments to AT&L billets are made in accordance with this policy, that the AT&L Workforce is getting certified within appropriate timeframes, and that approved waivers are justified and held to a minimum.
- b. Evaluations will be conducted once a year or upon special request of CNRFC or the DACM.

13. ON-LINE RESOURCES

- a. <http://www.dau.mil/catalog>
 - 1) AT&L Category/Career Field descriptions.
 - 2) Training Course descriptions.
 - 3) Training Course equivalencies.
 - 4) Certification Checklist.
- b. <http://www.acquisition.navy.mil> (Click on "Acquisition Career Management")
 - 1) DACM memorandum dated 14 July 2003, Subject: Guidance on Military Contingency Contracting Force Qualifications (Click on "Policy and Guidance" then "DON Policy and Guidance.")
 - 2) Sample Certification Application format (Click on "Policy and Guidance" then "DON Policy and Guidance" then "SECNAVINST 5300.36." Format is at Appendix K).
 - 3) Sample Certification Waiver format (Click on "DON Policy and Guidance" then "SECNAVINST 5300.36." Format is at Appendix A).
 - 4) DOD Acquisition Career Management Mandatory Course Fulfillment Program and Competency Standards dated April 1999 (Click on "Training" then "Fulfillment")
- c. <http://www.register-now.cms.navy.mil>
 - 1) Training Registration.
 - 2) Training History.
 - 3) Continuous Learning.
 - 4) DACM memorandum dated 4 November 2002, Subject: DON Policy Guidance on CL for the Acquisition Workforce.